

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEGE05867109**

**Opening Date:** October 18, 2005

**Closing Date:** November 16, 2005

**Position:** Plan Formulation Program Manager, GS-0301-13/FPL: 13

**Salary:** \$74,782 - \$97,213 Annual

**Place of Work:** U.S. Army Engineer District, Baltimore, Planning Division, Civil Project Development Branch

**Duty Station:** Baltimore, MD

**Position Status:** This is a permanent position. -- Full Time

**Number of Vacancies:** 1

**Duties:** As part of the Plan Formulation & Mgmt Team, you will be responsible for managing the efficient & effective coordination & accomplishment of the planning, scoping, & execution of various studies & projects relating to the Corps Civil Works Planning Program. You will apply an extensive knowledge of mgmt concepts, principles, methods & practices; a broad civil works background & experience & a full in-depth understanding of the Corps of Engineers policies & procedures as it relates to Civil Works. You will be responsible for overall mgmt, control, development, coordination & execution of civil works planning studies & serve as the primary POC for sponsor/customers & other external agencies on assigned programs. You will develop the agenda of significant issues; select the issues for detailed analyses & evaluation & resolve accordingly. You may serve as the Team Leader for the Plan Formulation Team responsible for administration & technical control of employees in grades to GS-12.

**About the Position:** This position is located at the Baltimore District, Corps of Engineers, headquarters located in the City Crescent Building, 10 South Howard Street, in downtown Baltimore, Maryland.

This position is under the supervision of the management of the Planning Division. This job provides an opportunity to become a member of interdisciplinary planning teams that work on a wide variety of projects over a 5 state area as well as the District of Columbia. The incumbent in this position will need to be flexible and adapt quickly to technological and political changes that impact the way we perform our mission.

**Who May Apply:**

Army employees serving on career or career conditional appointments.

**Qualifications:**

**SPECIALIZED EXPERIENCE:** Qualified applicants for this job must show in their resume that they meet the minimum qualifications described below and have training or experience in the following areas: 1) Thorough technical knowledge of the Corps business operations, including programs and project management business sectors of the Civil Works Program. Mastery of planning formulation management concepts, principles, methods, and practice. 2) Knowledge and experience in the work of the Corps of Engineers and its missions. 3) Exceptional leadership and interpersonal skills essential to leading teams comprised of professional and administrative employees, and building alignment among the work force in both technical and contracting arenas. 4) Exceptional oral presentation and written communication skills. Must be capable of giving short and "no-notice" presentations and discussions on program status.

KSAs not used. Applicants will be rated against the RESUMIX Job Search Criteria which is chosen by the selecting official.

Applicants must include the following information in the content of their resume: Summary of ratings for the last three annual performance appraisals, relevant training and award history, membership in relevant societies, and professional registration/license, if applicable. Applicants must fax a copy of their most recent performance appraisal to Ella Wallace, Program Support Assistant, at (410) 962-4698. Please indicate vacancy announcement number on appraisal.

GS-12 and above: One year of experience directly related to the occupation and equivalent to at least the next lower grade level. There is no substitution of education for experience at this level.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Must have 52 weeks of Federal service at the next lower grade (or equivalent).

**Other Information:**

- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants. The DoD policy is available on [http://www.cpms.osd.mil/fas/staffing/pdf/rem\\_ann.pdf](http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf)
- Permanent Change of Station (PCS) expenses are not authorized.

- Temporary Duty (TDY) travel is 25 percent.

**Other Advantages:** The Baltimore District Planning Division is flexible in the accommodation of commuter concerns. You may pay for parking or use commuter services such as the bus, light rail, subway, commuter trains, and other forms of transportation. The District provides a subsidy for those who elect to use public transportation. The Planning Division supervisors may approve options to work flex time or adjusted work schedules. In some instances, telework opportunities may be available.

**Other Requirements:**

- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- License/Certification: Valid state drivers license required.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

**HOW TO APPLY:**

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

**RESUME:**

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into

the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

### **SELF NOMINATION:**

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

### **APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):**

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

### **Point of Contact:**

Central Resume Processing Center, 410-306-0137, [aplicanthelp@cpsrxtp.belvoir.army.mil](mailto:aplicanthelp@cpsrxtp.belvoir.army.mil)

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.